

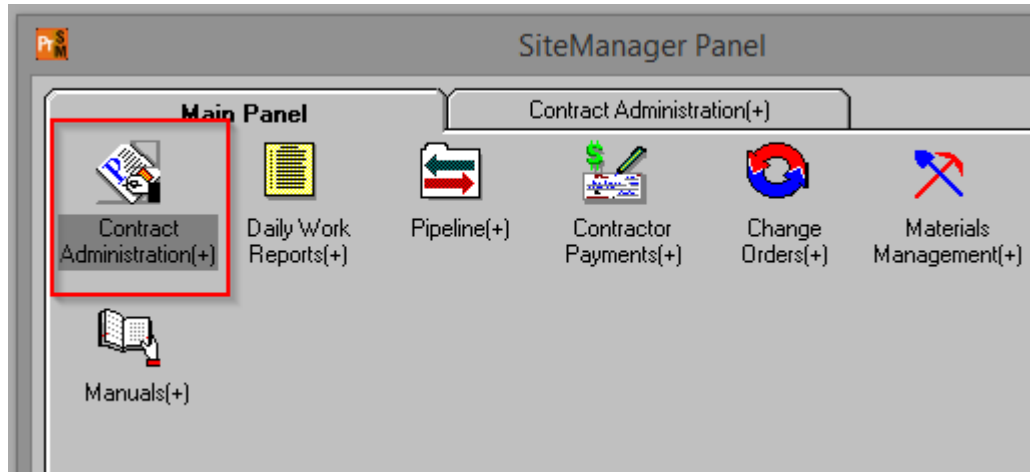
Using the “Item History Report”

Instructions

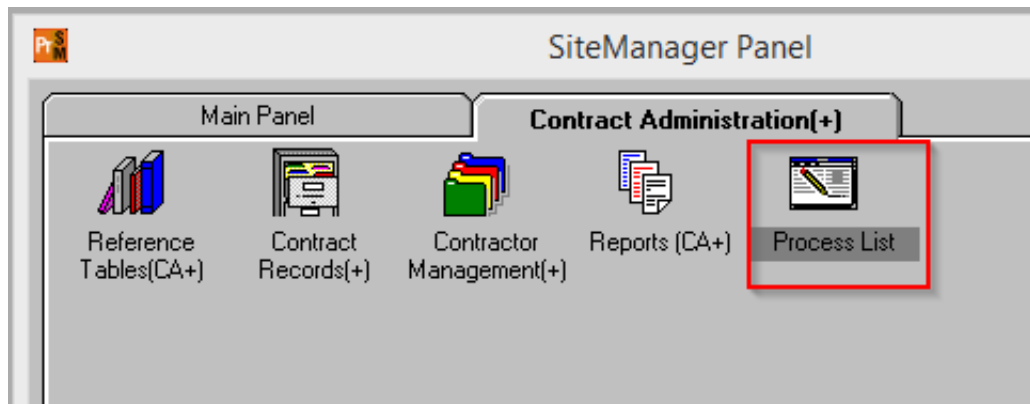
1. Log into SiteManager and navigate to 1 of the two locations shown below.

a. Path 1:

i. From the Main Panel, select “Contract Administration”



ii. Select “Process List”

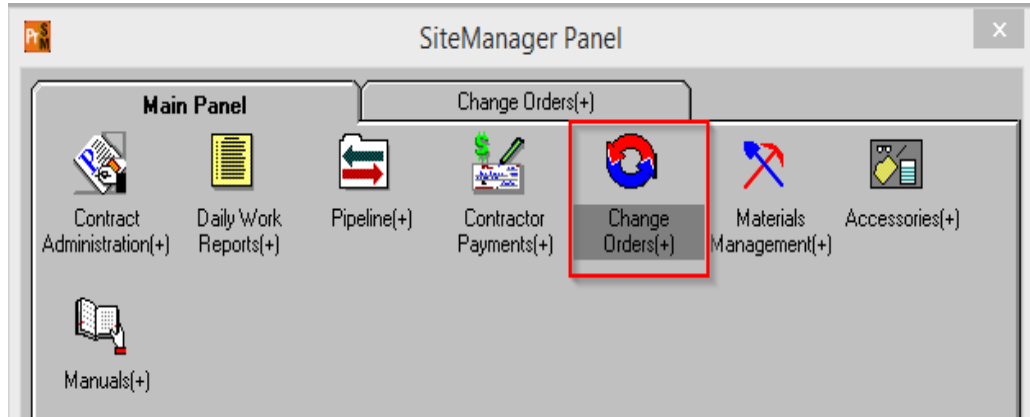


iii. Select the report titled “ITEM AVERAGE UNIT PRICE SUMMARY (SSRS)”

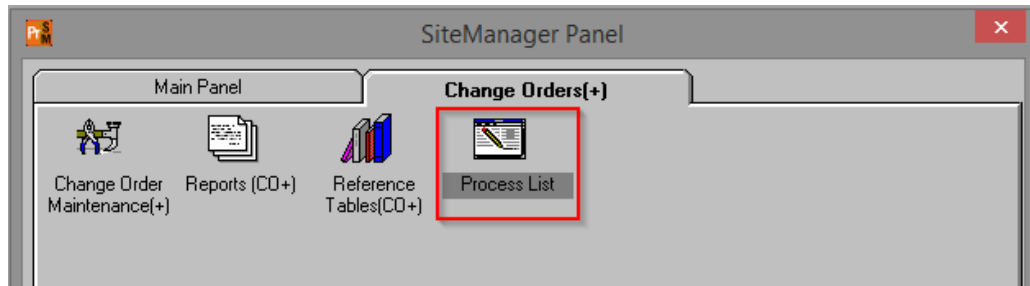
Process ID	Process Type	Process Description
CONTAUTH	Custom	CONTRACT AUTHORITY REPORT (HTML)
MSX00006	Custom	Sampling Checklist w/ Sample ID Numbers
RMMSMPCL	SM-Standard	Sampling Checklist
RMRKSHMT	Custom	DIARY AND DWR REMARKS BY TYPE (HTML OUTPUT)
RMRKSTXT	Custom	DIARY AND DWR REMARKS BY TYPE
SELFANLY	Custom	CONTRACTOR MOST RECENT SELF ANALYSIS REPORT
SITEHTML	Custom	CONTRACTORS ON CONSTRUCTION SITE BY DIARY BY DWR (HTML)
SUBITMHT	Custom	SUBCONTRACTOR ITEM LIST BY SUBCONTRACT (HTML)
SUBQTYHT	Custom	SUBCONTRACTOR QTY LIST BY SUBCONTRACT (HTML)
WETHRHTM	Custom	DAILY WEATHER ON JOB LISTED BY DIARY BY DWR (HTML)
WETHRTXT	Custom	DAILY WEATHER ON JOB LISTED BY DIARY BY DWR (TXT)
ITMAVUPS	Custom	ITEM AVERAGE UNIT PRICE SUMMARY (SSRS)

b. Path 2:

- i. From the Main Panel, select “Change Orders(+)”:



- ii. Select “Process List”



- iii. Select the report titled “ITEM AVERAGE UNIT PRICE SUMMARY (SSRS)”

Process ID	Process Type	Process Description
MSX00006	Custom	Sampling Checklist w/ Sample ID Numbers
RMMSMPCL	SM-Standard	Sampling Checklist
RMRKSHTM	Custom	DIARY AND DWR REMARKS BY TYPE (HTML OUTPUT)
RMRKSTXT	Custom	DIARY AND DWR REMARKS BY TYPE
SUBITMHT	Custom	SUBCONTRACTOR ITEM LIST BY SUBCONTRACT (HTML)
SUBQTYHT	Custom	SUBCONTRACTOR QTY LIST BY SUBCONTRACT (HTML)
WETHRHTM	Custom	DAILY WEATHER ON JOB LISTED BY DIARY BY DWR (HTML)
ITMAVUPS	Custom	ITEM AVERAGE UNIT PRICE SUMMARY (SSRS)

2. This selection will take you to the following report screen, which you will need to enter some parameters, to run the report.

Beg Letting DT	<Select a Value> ▼	End Letting DT	<Select a Value> ▼
Data Source	▼	Ref Item Nm	<input type="text"/>
Ref Item Descr	<input type="text"/>	Ref Item Unit	<input type="text"/>

3. The following parameters will need to be selected/Filled in to Run the report
- “Beg Letting DT” (Required)
 - “End Letting DT” (Required)
 - (Optional Specific Parameters include): Ref Item Nm, Ref Item Descr, and Ref Item Unit

4. Select View Report

5. You should see something like the following screen:

Item Average Unit Price Summary								
Item Number	Spec. Book Year	Description	Unit	# of Contracts w/ Item	Total Bid Qty.	Avg. Unit Price	Low Bid Price	High Bid Price
0001.00	07	SURVEILLANCE OF TEMPORARY TRAFFIC CONTROL DEVICES	CDAY	15	3,592.00	\$269.10	\$100.00	\$550.00
0001.08	07	BARRICADE, TYPE II	BDAY	387	5,148,458.00	\$0.50	\$0.50	\$0.50
0001.10	07	BARRICADE, TYPE III	BDAY	389	752,884.00	\$2.83	\$0.01	\$50.00
0001.10	97	BARRICADE, TYPE III	BDAY	1	912.00	\$390.00	\$390.00	\$390.00
0001.75	07	TEMPORARY SIGN DAY	EACH	306	227,058.00	\$3.32	\$0.01	\$34.12
0001.90	07	SIGN DAY	EACH	417	3,868,972.00	\$1.89	\$0.01	\$34.00
0001.00	07	SIGN DAY	EACH	1	1,672.00	\$7.00	\$7.00	\$7.00

6. When you achieve the results you are looking for and want to see specific project pertaining to a certain "Item Number", just click on the following Item number link

7. It will take you to the following Sub Report with info

Item Bid Price Summary						
Results for Letting Date Range: 11/14/2013 - 04/14/2016						
Item Number: 0001.08		Pay Unit: BDAY				
Item Spec Year: 07						
Description: BARRICADE, TYPE II						
Contract ID	Project Number	Letting Date	Location	Vendor Name	Quantity	Price
0649J1	ITS-ITSN(209)	11/14/2013	DS/D1 DEVICE DEPLOYMENT PROJECT	SADLER ELECTRIC, INC.	930.00	\$0.50
0860	HSIP-STP-STWD(109)	09/03/2015	DISTRICTWIDE - DISTRICTS 1 & 2	HAWKINS CONSTRUCTION COMPANY	6,052.00	\$0.50
0863	HSIP-STP-STWD(110)	09/03/2015	STATEWIDE - DISTRICTS 6 & 7	GARCIA-CHICOINE ENTERPRISES, INC.	3,693.00	\$0.50
0864	HSIP-STP-STWD(111)	07/30/2015	DISTRICTWIDE - DISTRICTS 3 & 4	M. E. COLLINS CONTRACTING COMPANY, INC.	6,035.00	\$0.50
09201	MISC-STWD(1074)	12/17/2015	DISTRICTS 1 & 4, DISTRICTWIDE CURB RAMPS	K2 REAL ESTATE DEVELOPMENT, LLC	9,800.00	\$0.50
1018	STP-66-6(105)	12/18/2014	DWIGHT - N-79	CONSTRUCTORS, INC.	7,675.00	\$0.50
1020X	RD-66-7(1011)	12/04/2014	JCT. I-80 TO SOUTH BEND	PAVERS COMPANIES	3,325.00	\$0.50
1044X	STP-BH-66-6(106)	12/18/2014	N-15 - DWIGHT	CONSTRUCTORS, INC.	7,965.00	\$0.50
1045Y	STP-41-7(102)	12/18/2014	STERLING EAST	CONSTRUCTORS, INC.	16,100.00	\$0.50

This Item "Bid Price Summary" will show all projects, and letting in which the specific item exist.